

VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA SAN SALVADOR



No. 14-40	Procurement Agent Position Vacancy	Date: 08/11/14
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OPEN TO: All Interested Candidates

POSITION: Procurement Agent, FSN-7, FP-7

OPENING DATE: August 11, 2014

CLOSING DATE: August 25, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: Locally Employed Staff: \$15,836 (Starting salary: BR + Allowances)

Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position for Eligible Family Members.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking one individual for the Procurement Agent in the General Services Office.

BASIC FUNCTION OF THE POSITION

Incumbent procures a variety of commodities and services, such as Automated Data Processing (ADP) and electronic equipment, specialized tools, automotive spare parts, parts for generator sets, grounds maintenance, equipment, and minor repair and constructions projects for State and serviced agencies by purchase order action, Government Purchase Card, or by ordering from agency headquarters, General Services Administration (GSA), Internet, or from companies with which an established contract exists.

For a complete description of the position listing all duties and responsibilities please see the following link: [Procurement Agent FSN-7 FP-7 PD](#)

QUALIFICATIONS REQUIRED

NOTE: All applicants **must address** each selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Completion of secondary school is required.

- 2. EXPERIENCE:** Minimum of two-years of experience in the purchasing field or clerical work with at least six months of accounting, finance or business management experience is required.
- 3. LANGUAGE:**
English: Level III (Good working knowledge) Speaking/Reading is required.
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.
- 4. KNOWLEDGE:** Must have a good working knowledge of using the internet to search vendors and products; the local market and services environment, and the capabilities of local suppliers; and some knowledge of accounting principles.
- 5. SKILLS:** Must have good negotiation techniques and ability to analyze price quotations.
- 6. OTHER CRITERIA:** Must have a good knowledge of Microsoft Office applications.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
- 3 Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);
<http://eforms.a.state.gov/editdocument.aspx?documentid=2020>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized

CLOSING DATE FOR THIS POSITION: AUGUST 25, 2014

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: GSO/FMO/HRO
Approved: MGT: ADEULUS